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**Executive for Staff Training**

**1. Training:**

**a. The setting up and supervision of:**

- (1) Intelligence Courses (Old Basic)  
(To assume responsibility after completion of current course.)
- (2) Any staff course set up in future (e.g. CI, Op. desk, etc.)
- (3) Special Training (Supervision and handling of tutorial training in the Building.)
- (4) The assignment of instructors for scheduled lectures or special training, including the procurement of lecturers from other parts of the agency.

**b. The necessary instruction in any of above.**

**c. When directed, instruction of undercover operators, including undercover tutors.**

**d. Any liaison within SSU necessary in the conduct of the above duties.**

**2. Research and Manual:**

**a. Responsibility for the manual section on Secret Intelligence.**

**b. Research files on Europe, including Russia.**

**c. Preparation of lectures for other sections of manual, when requested.**

**d. Preparation of teaching materials for undercover training when requested.**

**e. Constant research, in cooperation with the Executive for Undercover Training, in operational techniques, both positive and defensive. This research should include interviews with men returned from overseas as well as efforts to validate techniques used in the field.**

**f. Any liaison within SSU necessary to carry out the above duties.**

**3. Administration:**

**a. In order to carry out the above training and research responsibilities, the supervision of other instructors in the Training Branch, more specifically [redacted] and [redacted], to whom may be delegated any of the above duties.**

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**[REDACTED] : Executive for Undercover Training**

**1. Training:**

**a. The supervision of undercover training, including:**

(1) The initial planning of training assignments in conjunction with the desk involved and Security, subject to the provisions of the PSRO and Training Branch SOP's on procedures for Undercover Training.

(2) The assignment of appropriate instructors for each job.

(3) The preparation of schedules and the constant supervision of each undercover training assignment.

(4) The setting up and supervision of undercover assessment, when requested, with the Executive for Assessment.

(5) The preparation of all teaching materials necessary for each assignment.

(6) Upon completion of each assignment, the preparation of the necessary reports and evaluations.

(7) The supervision of the re-training and handling of undercover tutors.

(8) On occasion, the instruction of undercover personnel, including undercover tutors.

(9) The maintenance of the necessary files and records on undercover training.

(10) The liaison within SSU and with outside agencies necessary to the conduct of the above duties.

**b. Any assistance in Staff or Special Training that may be necessary and feasible.**

**2. Research and Manual.**

**a. The responsibility for the manual section on Intelligence Objectives and Reporting.**

**b. The preparation of lectures for other sections of the manual when requested.**

**c. In cooperation with the Executive for Staff Training, constant research in clandestine techniques.**

**d. The liaison within SSU or with outside agencies necessary to carry out the above duties.**

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[REDACTED] : Assistant Executive for Staff Training and Chief Instructor in Counter-Intelligence Techniques.

1. Training:

a. To assist the Executive for Staff Training and to act for him in his absence.

b. To assume particular responsibility for any staff training in Photography and Investigative Aids.

c. To assist in any undercover training that may be necessary, when so directed.

d. To maintain the necessary liaison within SSU in order to carry out the above duties.

2. Research and Manual:

a. To be responsible for the manual section on Photography and Investigative Aids.

b. To prepare lectures for other sections of the manual upon request.

c. To prepare and have in constant readiness the necessary equipment for undercover training in Photography and Investigative Aids.

d. To prepare other training materials when requested.

e. To be responsible for constant research in the fields of communications and investigative techniques.

f. To maintain the necessary liaison to carry out the above duties.

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[REDACTED] : Assistant Executive for Undercover Training.

1. Training:

a. To assist the Executive for Undercover Training in all his undercover training duties and to act in his place in his absence.

b. To assume particular responsibility for the security of undercover training operations.

c. To assume chief responsibility for any undercover counter-intelligence training, subject to the orders of the Executive for Undercover Training.

d. To assist in any staff or Special Training that may be necessary and feasible.

e. To maintain the necessary liaison within and outside SSU, particularly with Security and CI personnel.

2. Manual and Research:

a. To be responsible for the manual section on Security, Communications, and CI methods.

b. To prepare the appropriate training materials for undercover training.

c. To supervise the library and handle the dissemination of reports within the Training Branch.

d. To be responsible for research and files on the Far East, particularly foreign intelligence services in the Far East.

e. To maintain the necessary liaison to carry out the above duties.

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Assistant Executive for Undercover Training.

1. Training:

a. To assist the Executive for Undercover Training in all his undercover training duties and to act in his place in his absence.

b. To assume particular responsibility for the security of undercover training operations.

c. To assume chief responsibility for any undercover counter-intelligence training, subject to the orders of the Executive for Undercover Training.

d. To assist in any staff or Special Training that may be necessary and feasible.

e. To maintain the necessary liaison in connection with undercover training within and outside SSU, particularly with the Security Division and with Security Control personnel.

2. Manual and Research:

a. To prepare the appropriate training materials for undercover training.

b. To supervise the library and handle the dissemination of reports within the Training Branch.

c. To be responsible for research and files on the Far East.

d. To maintain the necessary liaison to carry out the above duties.

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**Administrative Officer**

**1. Administration:**

- a.** Property Officer. (All requisitions)
- b.** Transportation Officer ( [REDACTED] rail or air transportation)
- c.** Finance Officer. (Clear expense vouchers through)
- d.** General administration of outer office.
- e.** Supervision of files, particularly administrative and training.

**2. Training:**

- a.** Scheduling and arrangement of classrooms.
- b.** Lecturing in staff courses when required.
- c.** Assisting in undercover training when required.

**3. Manual and Research:**

- a.** Assistant Librarian (will keep adequate records on all books, films, etc.)
- b.** Responsible for research in field of propaganda.
- c.** Coordination of continued work on Training Manual. This will include the supervision of the various sections to avoid duplication of efforts or contradictory material in different sections; also, the supervision of the various manual files to insure that material is up to date, properly filed, and properly handled. Attention is called to the SOP on this subject.
- d.** Assist [REDACTED] in the Manual Section on Intelligence Objectives and Reporting.
- e.** The liaison within or outside BSO necessary to carry out the above duties.

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[REDACTED] : Instructor.**1. Training:**

- a. To assist the Executive for Staff Training in scheduled classes and special training.
- b. Under the direction of the Executive for Staff Training, to assume particular responsibility for the training of personnel primarily concerned with Security Control.
- c. When so directed, to assist in undercover training.
- d. To maintain liaison with Security Control personnel of SSU and with other CI Agencies in connection with all phases of staff training.

**2. Research and Manual:**

- a. To be responsible for the Manual Section on CI Methods and Foreign Intelligence Agencies.
- b. To prepare lectures for other sections of the Manual upon request.
- c. To be responsible for constant research in Counter-Intelligence methods applicable to SSU operations and also research in the operational techniques, both positive and counter, of foreign agencies. These responsibilities will include interviewing of returned personnel as well as liaison with SSU personnel in Washington.
- d. To prepare upon request teaching material for undercover training.
- e. To maintain liaison within or outside SSU necessary to carry out the above duties.

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Instructor.

1. Training:

a. To assist the Executive for Staff Training in planning, scheduling, and running staff courses.

b. To assume complete responsibility for the One-day Indoctrination Course.

c. When so requested, to instruct in any staff training.

2. Research and Manual:

a. Under the direction of the Executive for Staff Training, to conduct research and prepare lecture material on such topics as Security and Techniques of Clandestine Intelligence.

b. Under the direction of the Executive for Staff Training, to be responsible for material on [REDACTED] the Middle East, and Africa. This research responsibility will include the interviewing of men returned from overseas as well as the handling of reports and printed matter.

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c. To prepare teaching materials for undercover training covering the above subjects.

d. To assist other members of the Training Branch in the preparation of lectures.

e. To conduct the liaison within SSS necessary to carry out the above responsibilities.

3. Administration:

a. Security Officer:

(1) To prepare rosters detailing members of the Training Branch as daily Security Officers and to see to it that these duties are properly performed.

(2) To be responsible for the Security of all Staff Training. This will include checking the Security of all personnel entered for any Staff Training.

b. Assistant Administrative Officer.

(1) To assist the Administrative Officer and to act for him in his absence.

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